*Moorpark College’s Mission Statement*

*With a "students first" philosophy, Moorpark College empowers its diverse community of learners to complete their goals for academic transfer, basic skills, and career technical education. Moorpark College integrates instruction and student services, collaborates with industry and educational partners, and promotes a global perspective.*

Committee Charter:

The Distance Education Committee makes recommendations on college-wide planning and accreditation issues related to distance education activities.

The specific tasks of this committee are:

• Review and evaluate campus-wide student success and equity data related to distance education

• Develop and promote best practices that contribute to the quality and growth of distance education at Moorpark College

• Provide guidance on professional development activities related to distance education

• Monitor and document compliance with accreditation standards and state and national regulations

**Minutes – March 24, 2021**

**2:30 PM – 4:00 PM, Zoom Meeting**

| Division/Position | Name | Present | Division/Position | Name | Present |
| --- | --- | --- | --- | --- | --- |
| **Co-Chairs** | Matt Calfin | X | **Dean** | Howard Davis | X |
| Shannon Macias | X | **Student Service Council** | Claudia Wilroy |  |
| **English and Student Life** | Diane Scrofano | X | **Instructional Technologist/Designer** | Tracie Bosket | X |
| Michael Ashton (alternate) | X |
| **ACCESS** | Matthew Spinneberg | X |
| **Access, Kinesiology, Athletics, Library, Math,****DE & Teaching and Learning** | Claudia Gutierrez |  | **Acad. Senate President** | Erik Reese | X |
| Jackie Kinsey | X | **DE Coordinator** | Anasheh Gharabighi |  |
| **Associated Students** | Kobe Catton | X |
| **EATM, Life & Health Science** | Jana Johnson  |  | **GUESTS:** **Josepha Baca****Ruth Bennington****Icess Nisce (student worker)****Cynthia Sheaks-McGowan** |
| Rachel Messinger | X |
| Ashley Vaughan (alternate) |  |
| **Physical Science and Career Education** | Loay Alnaji | X |
| Esmaail Nikjeh | X |
| **Business, Social and Behavioral Sciences,****Child Development and Languages** | Brian Herlocker |  |
| Rex Edwards | X |
| **A&R, Counseling, Student Life and Support, EOPS,****and Student Health Center** | Daniel Aguilar |  |
| Danita Redd | X |
| **Arts, Media & Communications** | Becky Brister | X |
| Suzanne Fagan | X |

| Meeting Calendar Fall 204th Wednesday 2:30 (Zoom) | Meeting Calendar Spring 214th Wednesday 2:30 (Zoom) |
| --- | --- |
| ~~08/26/20~~ | ~~01/27/21~~ |
| ~~09/23/20~~ | ~~02/24/21~~ |
| ~~10/28/20~~ | 03/24/21 |
| ~~11/18/20~~ | 04/28/21 |

**Agenda**

| Topic | Discussion/Comments | Action |
| --- | --- | --- |
| 1. Announcements and Comments (2:30-2:35pm)
 | Presented Bloom’s Taxonomy of Digital Tools. |  |
| 1. Approval of February Minutes (2:35-2:40pm)
 | Made the motion to approve: Howard D.Seconded: Loay A.Yays: All membersNays: NoneAbstentions: None |  |
| 1. ACCJC Training – DE Items (Goal #9) – Matt, Anasheh, Shannon (2:40-2:45pm)
 | Reviewed ACCJC training, presentation is available for viewing if interested. ACCJC has regular and subsidive interactive policy to be revised in June, may update our REC policy after ACCJC revises theirs. |  |
| 1. Regular and Effective Contact Policy Update (Goal #9) – Shannon (2:45-2:55pm) (10 minutes)
 | [Ventura’s Regular and Effective Contact Policy to Review](https://www-archive.venturacollege.edu/sites/default/files/files/online-services/Distance_Ed/DECommittee/regular_effective_contact.pdf)Created best practices on how to achieve REC, goal is to forward to Senate.Document defines regular and effective contact, breaks down Moorpark College contact policy, best practices for student initiated contact, student to student contact, etc.Will be reviewed in Fall after ACCJC makes changes to regular and substantive interactive policy. | Motioned: Loay A.Seconded: Howard D.Yays: All members.Nays: NoneAbstentions: None |
| 1. Academic Integrity Workgroup Request (Goal #7) – Shannon (2:55-3:00pm)
 | Formed workgroup to consider best practices for implementing academic integrity, see Shannon/Loay if interested in joining. |  |
| 1. PRT Visit Update (Goal #5) – Matt, Anasheh, Shannon (3:00-3:05pm)
 | Matt C.: PRT group has not provided actionable items for us to work on, we expect PRT to visit again by the end of April. |  |
| 1. DDEAC Update – Matt (3:05-3:10pm)
 | DDEAC Meeting Update:Discussed webcam use in classroom policyDiscussed Starfish as an icon in Canvas, expected to be implemented sometime in summer.24/7 Canvas phone support has been extended for another year.Rachel M. presented sabbatical project aligning courses with CVC-OEI rubric.Form Danita, per Jodi Dickey - Students Flagged in Starfish: There is a triage that has been published. Everything goes through the Student Success center first--for now. There are student services professionals (coaches) trained to triage. If the coach cannot resolve it, then it would get elevated to a counselor (specifically assigned). |  |
| 1. ITAC/ Instructional Designers Update (Goal #7) – Tracie and Michael (3:10-3:20pm)
 | Michael A.: Received multiple requests for webinar, unable to accommodate all captioning requests but lots of resources on campus are provided to get webinar captioned.Discussed bringing high flex modality to campus, currently testing hardware tools like AI tracking camera, microphones and looking for best application and usage in classroom.Announced upcoming DE certification course 4/5. |  |
| 1. Zoom Storage (June 30th) – Michael and Matt S. (3:20-3:30pm)
 | Video recordings made before August 15th, 2020 will be deleted from all ConferZoom Accounts on June 30th, 2021 to free up storage for state.Possible options: Save recordings with Canvas Studio, 3C Media, upload on Youtube as unlisted videos, consider personal storage options. Discard any unnecessary Zoom recordings.Matt S.: Name files correctly when downloading recordings (audio files, transcript files, video files, etc.), save files in folder, continue process. Will consider looking into funding to provide storage for faculty. |  |
| 1. Proctoring Options (Goal #6) – Matt and Tracie (3:30-3:40pm)
 | * [University will stop using controversial remote-testing software following student outcry](https://www.theverge.com/2021/1/28/22254631/university-of-illinois-urbana-champaign-proctorio-online-test-proctoring-privacy)
* [Safe Exam Browser (an open source alternative to Respondus Lockdown Browser)](https://safeexambrowser.org/news_en.html)
* [Potential solution for integrating Safe Exam Browser with Canvas. (Does not currently offer a direct integration)](https://community.canvaslms.com/t5/Idea-Conversations/Prevent-cheating-by-integrating-with-the-Safe-Exam-Browser/idi-p/361575)

Discussed data security and privacy concerns associated with Proctorio, looking for possible alternatives or options. Tracie B.: Researched 8 other vendors, attended ITC conference, but have not yet found better solution or equal alternative.Consider Zoom proctoring, on-site proctoring for exams. | Educate, feedback, alternatives |
| 1. POCR Update (Goal #8) – Anasheh (3:40-3:45pm)
 | Tabled. |  |
| 1. Video Use in the Classroom Documents (Goal #6) – Nenagh (3:45-3:50pm)
 | Presented and discussed draft of VCCCD policy for online camera use, planning to push draft to Academic Senate. Once approved at district level, consider best practices for implementation for Moorpark College.  | Motioned: Tracie B. Seconded: Diane S.Yays: AllNays: NoneAbstentions: None |
| 1. Accessibilty Update (Goal #6) - Matt S. (3:50-4:00pm)
 | DE Accessibility Update1. “MC Accessibility” Teams chat- Place to discuss digital accessibility for Moorpark Faculty and Classified Professionals. 2. POCR Section D- Section D = Accessibility- Instructor's and I are meeting, emailing, discussing in Microsoft Teams in the "MC Accessibility" chat. 3. Captions to Microsoft Word - A document to show to create a Text Only Transcript from a VTT or SRT caption file. - The "Captions to Transcript" file can be found in the "MC Accessibility" Teams chat or email matt\_spinneberg1@vcccd.edu for the file.  Captions to Transcripts.pdf features:1. Remove Time Codes to create text only transcript2. Convert .vtt to .srt for editing with Camtasia and other. |  |
| 1. Comments:

Adjournment at 4:02 pm. | Motion to adjorn – Tracie B., 2nd - Loay A. |  |